

CINCINNATI ELECTIONS COMMISSION
SUMMARY OF CMC CHAPTER 117 AND THE CITY OF CINCINNATI CHARTER
REGARDING PROCEDURES FOR CANDIDATES IN THE
2011 COUNCIL ELECTION

NOTICE: THIS DOCUMENT IS INTENDED FOR INFORMATIONAL PURPOSES ONLY. THE INDIVIDUAL CAMPAIGN COMMITTEE IS ULTIMATELY RESPONSIBLE FOR COMPLYING WITH ALL STATE AND LOCAL ELECTION LAWS.

I. Nomination Deadlines

In accordance with Article IX, Section 4, of the Charter of the City of Cincinnati, the deadline for filing a nominating petition for a member of council shall be assembled and filed with the election authorities as one instrument at least 75 days prior to any election at which candidates are to be determined or elected.

For Council candidates, nominating petitions shall be due **August 25, 2011**, 75 days before the general election to be held on November 8, 2011.

II. Reporting Requirements

Chapter 117 of the Cincinnati Municipal Code and Article XIII of the Charter of the City of Cincinnati impose three types of reporting requirements on campaign committees for candidates in City Council elections.

- **The 120-day report for Council Campaigns.** No later than 4 p.m. on the one hundred and twentieth day before the general election, a campaign committee is required to file a report identifying contributions it has received and expenditures it has made in connection with the election. (CMC §117-3a)

The 120-day report must be filed no later than 4 p.m. on **July 11, 2011**. The report must identify contributions and expenditures that occur on or after November 4, 2009, and on or before July 3, 2011.

- **The 60-day report.** No later than 4 p.m. on the sixtieth day before the general election, a council campaign committee is required to file a report identifying contributions it has received and expenditures it has made in connection with the election. (Charter, Article XIII, §2a)

The 60-day report must be filed no later than 4 p.m. on **September 9, 2011**. The City Council campaign reports must identify contributions and expenditures that occur on or after July 4, 2011, and on or before September 1, 2011. **[These reports are not cumulative and should not include contributions previously reported.]**

- **The 20-day Reporting period.** The twenty-day reporting period shall begin on October 19, 2011. During this period, if a council candidate's campaign committee receives a contribution that causes the total contributions from the contributor to exceed \$500, the campaign committee must file a report of the contribution within five days of receipt. (Charter, Article XIII, § 2b)

These reports shall be submitted to the Cincinnati Elections Commission and may be delivered in any of the following manners: (1) By email to electioncommission@cincinnati-oh.gov using a Word, Excel, or PDF document; (2) By facsimile, 513-352-1515; (3) In person, to City Hall, Room 214; (4) By mail to Chairperson, Cincinnati Elections Commission, care of City of Cincinnati Law Department, 801 Plum Street, Room 214, Cincinnati, Ohio 45202. The preferred method for filing is by email to electioncommission@cincinnati-oh.gov using a Word, Excel, or PDF document. Copies of these reports shall also be delivered to the Hamilton County Board of Elections.

Please note that the listed contribution/expenditure items contained in a candidate's 120-day report should not be included in the candidate's 60-day report or in any subsequent contribution/expenditure report. In other words, each contribution or expenditure should only be reported a single time by the candidate to the Cincinnati Elections Commission.

These filing requirements are in addition to filing requirements imposed under state law. Either the same Secretary of State forms or the forms or methods approved by the Hamilton County Board of Elections must be used for all Cincinnati Elections Commission filings. The data should be entered directly onto the state forms or the forms approved by the Hamilton County Board of Elections. The filing requirements under state law are contained in Ohio Revised Code § 3517.10 and are further explained in the Ohio Campaign Finance Reporting Handbook issued by the Ohio Secretary of State. Questions and requests for additional information regarding state law requirements should be addressed to the Hamilton County Board of Elections, 513-632-7000, or the Secretary of State, Campaign Finance Section, 614-466-2585.

Questions and requests for additional information regarding the Cincinnati Elections Commission or the contribution and filing requirements in the Cincinnati Charter or Municipal Code should be addressed to the City of Cincinnati Law Department at 352-3334.

III. Contribution Limits

Article XIII of the Charter of the City of Cincinnati establishes campaign contribution limits for both mayoral and council candidates. Pursuant to Section 4.f.2 of Article XIII, these limits are adjusted every four years, if required. No adjustment is required for the 2011 election. The contribution limits for council candidates for the 2011 election is as follows:

- Total individual contribution: \$1100;
- Political action committee: \$2700;
- Political party or legislative campaign fund: \$10,500.